

## Instructions for Filing Your Weekly Claim Card

*(Important : Follow closely to avoid delay - and possibly denial - of benefit payments)*  
**KEEP FOR YOUR RECORDS**

Be sure to carefully read your blue booklet "What Every Worker Should Know About Unemployment Insurance."

- A. Your claim card will be mailed to you each week and is **only** good for the week shown on the card. **Call the Unemployment Call Center if you do not receive a new claim card by the *Thursday* following the week for which you want to file a claim.** Complete and mail your weekly claim card as soon as you can ***after*** the week ending date printed on the card. Your claim must be received at the Call Center postmarked **no later than 14 days** from the week ending date on the card. ***Failure to send in the card within this timeframe can result in a denial of benefits.***
- B. Complete the questions on the claim card for the calendar week that ends on the Saturday date shown.
1. ***Did you actively seek work during the week claimed?*** If 'YES,' under REMARKS – item A., list the contact dates, the names and addresses of the businesses you contacted, the person you contacted, how you made the contact, the type of work sought and the result of each job search contact. If 'NO,' explain why you did not seek work under REMARKS.
  2. ***Were you fully able to work each day of the week claimed?*** If 'NO,' under REMARKS list the days you were not able to work and explain why.
  3. ***Were you fully available for work each day of the week claimed?*** If 'NO,' under REMARKS list the days you were not available and explain why.
  4. ***Did you refuse any jobs offered for the week claimed?*** If 'YES,' under REMARKS list the date the work was offered, the type of work, the name and address of the employer and the reason you refused.
  5. ***Did you refuse any referrals from the CareerCenter during the week claimed?*** If 'YES,' under REMARKS list the referral date, name of the CareerCenter (Job Service Office) that made the referral, type of work and reason you refused.
  6. ***Did you receive any of the following – Bonus Pay, Vacation Pay, Holiday Pay, Severance Pay, Dismissal Wages, Wages in Lieu of Notice, Social Security, or a Pension – during the week claimed?*** If 'YES,' write in the type of pay, the amount and the date received. If you are receiving Social Security benefits or Railroad Retirement, explain in the REMARKS section whether it is for retirement or disability.
  7. ***Did you work or earn any money during the week claimed?*** (Include self-employment or commission sales). If 'YES,' enter the employer's name and address, dates worked and your **gross** earnings. ("Gross" = *total* amount **earned** *before* taxes and deductions are taken out). Benefit payments **cannot** be issued until ***written verification of gross earnings*** for the week in which you worked is received. Proof of earnings can be provided in the form of a check stub, a written statement from your employer stating your **gross** earnings for the week or completion of a "Verification of Earnings" form (Form Me. B-9.3). Copies of this form can be obtained by contacting any of the Call Centers or by downloading it from our website at [www.Maine.gov/labor](http://www.Maine.gov/labor). These forms are also available at all Department of Labor's CareerCenters. Ask your employer to complete the form and return it to you. Then mail the form to your Call Center or FAX it to us (see FAX instructions on the form itself). **IMPORTANT** - If you do not provide proof of your earnings with your claim card or **within 14 days** of the date we request it, **your claim for that week may be denied.**

**Note:** If you have been working part-time and reporting earnings on your weekly claim card but have now stopped working, list the date of, and the reason for, your separation. If you have returned to work full-time, enter the date you started work.

8. ***Are you claiming benefits for dependent children?*** If 'YES,' complete A, B, C under question 8.
9. ***New address or telephone number.*** VERY IMPORTANT. Enter any change in your address or telephone number. The Post Office **will not** forward claim cards, checks, or 1099-G's, etc., to your new address.
10. ***Carefully review the claim form before mailing.*** Be sure you answer **all** questions honestly. Benefits received due to false statements or misrepresentations could result in a loss of benefits for up to one year, a fine of not more than \$1000 and/or imprisonment for not more than 1 year for each offense. **An additional penalty of 50% of the benefits falsely obtained will be charged for the first occurrence, 75% for the 2<sup>nd</sup> and 100% for the 3<sup>rd</sup> and any further occurrences.**
11. ***SIGN AND DATE YOUR CLAIM CARD.*** Your signature certifies that you **are not** receiving any other State, Railroad, or Federal unemployment insurance. Mail your weekly claim card to your Call Center as soon as you can **after** the week ending date printed on the card but **no later than 14 days** after the week ending date on the card.
12. ***If you do not file a claim for one or more weeks*** – you must telephone a Call Center to restart your claim.

**C. Maine PBS Schedule for the Benefit Rights Information Video: "Protecting Maine's Workforce"**

Receiving unemployment benefits is not automatic. You are required to meet certain obligations in order to qualify for and receive benefits in a timely manner. As such, it is very important that you understand your rights and responsibilities so that you may avoid the unnecessary loss or delay of benefit payments.

To help you better understand your responsibilities you were sent a blue, information handbook that explains how Maine's Unemployment Insurance Program works and what you must do to qualify for unemployment benefits each week you are out of work. In addition to the benefit handbook, Maine's Public Broadcasting System (PBS) broadcasts a weekly, 30 minute show about the Unemployment Insurance Program. The show is titled "Protecting Maine's Workforce" and it outlines your responsibilities under this program as well as identifies additional services Maine's Department of Labor offers to help you find, or train for, a new job.

**"Protecting Maine's Workforce" is shown every Thursday at 3:00 p.m. and on Sunday mornings at 6:00 a.m. statewide on Maine PBS, (check your local listings for the channel number in your area).** In addition to reading your benefit claim handbook, we strongly recommend that you watch this show. If you do not have access to a television or wish to watch this show at a different time than offered, videos are available for viewing at all Department of Labor CareerCenters and at public libraries throughout Maine. And, if you have any questions about the Unemployment Insurance Program or your responsibilities under it, please call the Unemployment Call Center at the number listed below. A Claims Representative will be happy to help you with your questions.

## **Unemployment Call Center Telephone Number**

**1-800-593-7660**

**TTY: 1-888-457-8884**